

Read Me First
SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY
SELF-SERVICE CENTER

General Information

The documents you have received are copyrighted by the Superior Court of Arizona in Maricopa County. You have permission to use them for any lawful purpose. These forms shall not be used to engage in the unauthorized practice of law. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents.

The documents were developed through the Self-Service Center (SSC) program. They include general court information court forms, and instructions. The documents are under continual revision and are current only for the day they were received. If you are not using the documents right away, or if you plan to use them repeatedly, it is strongly recommended that you verify on a regular basis that you have the most current documents.

Document Format and Use (If downloaded from Internet)

The documents were created in WordPerfect version 6.1. When you view or print them, they will appear correctly only if you have WordPerfect version 6.0, 6.0a, or 6.1. If you are using another program or version of WordPerfect, you should convert the files and edit them in the program you are using to conform to the original presentation.

If you intend to fill out the court forms on your computer, you should first print one copy of the documents before you enter any information on your screen, so that the integrity of the original presentation is preserved and you can compare the version you completed to the original version received from the SSC. You can also print the blank forms and fill them out by hand, but only use a black pen.

Packet Description Table (If downloaded from Internet)

After decompressing the original .EXE file, open the file ending in t.wpd next (For example, DRDC1 t.wpd). That file will show you the correct order for the rest of the files, and other important information.

Other Help From The Self-Service Center

Court cases can be very complicated, and even if you are representing yourself, you should see a lawyer for legal advice as to how the law applies to you, and what is best in your particular situation. This might save you time, money, and trips to the courthouse. There are lawyers who will help you help yourself. This means that they will only charge you for giving you the help you need, and you can complete the court forms on your own, or ask the lawyer for help on the forms that give you trouble.

There are people in the community who can help you with your problems in addition to, or sometimes instead of, the judge. They are called mediators. They help you solve your present problem, anticipate future problems, and provide solutions for those problems. A mediator works with both parties in a dispute, to help the parties resolve the areas of disagreement or trouble themselves.

You can look up a lawyer or mediator in the telephone book. Also, the SSC has a list of lawyers and mediators who will help people who are representing themselves. This list describes what kinds of cases the lawyers and mediators handle, how much experience they have, and how much they charge to give advice or help. To view this list, come to the SSC.

If you want more information about other court topics or processes, you can access the SSC automated telephone system at 602-506-SELF, or access the Self-Service Center Internet homepage on the World Wide Web at, <http://www.superiorcourt.maricopa.gov/ssc/sschome.html>. You can also come in person to the SSC, which is located at 101 West Jefferson on the 1st floor of the East Court Building in downtown Phoenix, and is open from 7:30 am to 5:30 pm., Monday - Friday. The SSC is also located in Mesa on the first floor of the Law Library in the Southeast Judicial Complex (222 E. Javelina) and is open from 8:00 a.m. to 5:00 p.m., Monday - Friday. Sorry, staff cannot take telephone calls.

Special Information

The Self-Service Center is a project of the Superior Court of Arizona in Maricopa County. It was developed in part under grants from the State Justice Institute and the Arizona Supreme Court. Points of view expressed in the Self-Service Center materials do not necessarily represent the grantors' official position or policies.